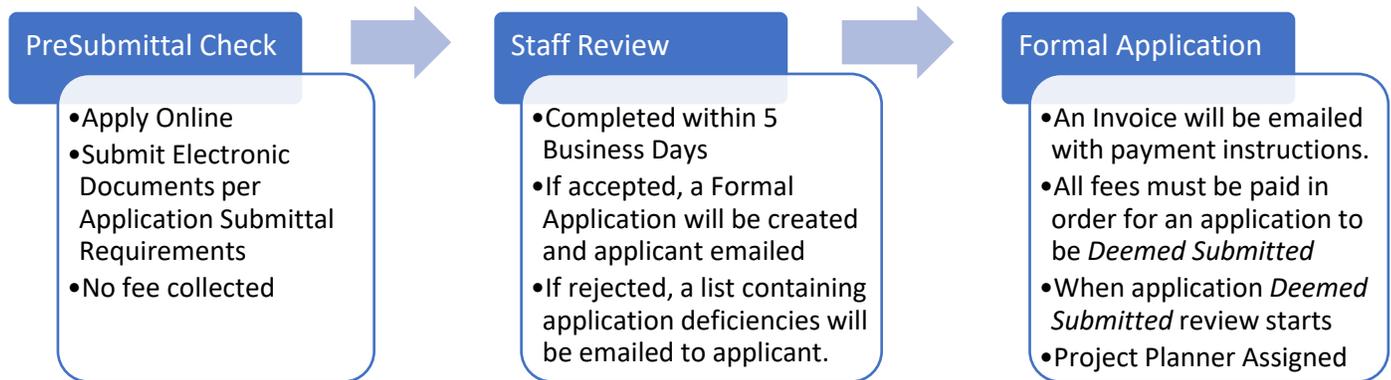




## PLANNING DIVISION ELECTRONIC APPLICATION SUBMITTAL PROCESS



The formal application review will not start until the application is *Deemed Submitted*. The date in which **ALL** of the following items are submitted will be considered the *Deemed Submitted* date:

1. General Application Form
2. Application Checklist
3. Application Fees

### APPLY ONLINE

STEP 1. Go to <https://trakit.losaltosca.gov/etrakit/> and click on **Apply** under Planning Projects.

STEP 2. Log on using your *Public* or *Contractor* user account. If you do not already have an account, you must setup an account using the **Setup an Account** link.

STEP 3. After logging on, the webpage will take you through the Project Application process.

### APPLICATION INSTRUCTIONS

All items marked with an \* are required to be completed.

- **\*PROJECT Type** - Select *Presubmittal Check (for Tree Removal Permits, select Tree Removal Permit)*
- **\*PROJECT Subtype** – Select the type of application being submitted. If more than one application will be submitted for the project, select one application type and list the others in the Scope of Work section.
- **\*Brief Description of Project** – Type a brief description (60 characters max).
  - *Example: New 3,150sf One-story Residence*
- **Application Information**

All forms and informational handouts can be found on the [Planning Forms and Handouts](#) webpage

- **\*Scope of Work**  
Type a detailed scope of work/project description. Be sure to include the specific application being submitted. If multiple applications are being submitted, please include all application types.

- *Example:* Design Review request to demolish the existing 2,215 square foot one-story residence and construct a new 3,150 one-story single-family residence with a basement.
- **\*Are All Application Materials Attached?**  
See the *Attachments* section at the bottom of the screen. All files should be attached in PDF format. At a minimum, attach the following documents:
  - General Application – Completed and signed
  - Submittal Requirements/Checklist Form AND All Required Documents – Use the checklist to indicate all of the materials that are required *AND* attached in your submittal. If multiple applications are being submitted for a project, submit a form for each application.
  - Transmittal/Justification Letter (optional) – Provide a letter with additional information
- **Justification for Missing Materials?**  
If the application is missing one of the required submittal requirements, provide justification as to why it is excluded from the submittal.
- **Additional Notes**  
Please include any additional notes in this section. If you have had prior discussions about the proposed project with a specific planner, please identify the staff member in this section.

## DOCUMENT SUBMITTAL GUIDELINES

---

To facilitate the review of electronic documents, please ensure the following guidelines.

### FILE FORMAT

- All application materials shall be submitted in **PDF** format except for photographs.
- Limit the file size to no more than 100MB.
- Design plans should be compiled in one PDF file or separated by discipline (use only if file size is greater than 100MB; see below for file names). Do not submit individual PDF files for each page of a design set.
- Include PDF bookmarks for design plan sets and use the sheet number for the bookmark caption.

### FILE NAMES

Document file names should include the following: “Full Street Address” | “Document Type”.pdf and should provide a file description when uploading to the City website.

File Name	Description
1 N San Antonio Rd Design Plans.pdf	Design Review Plans
1 N San Antonio Rd General Application.pdf	General Application Form
1 N San Antonio Rd Application Checklist.pdf	Application Material Checklist

If design plans are separated into individual files by discipline, please use the following Document Type Names:

Document Type	Description
Architectural	Architectural Plans
Survey	Surveys
Landscape	Landscape and Irrigation Plans
Civil	Civil or Grading Plans
Structural	Structural Plans

Example: 1 N San Antonio Rd Architectural.pdf